



TERMS OF REFERENCE

UNIT OF ASSIGNMENT	Local Conflict Transformation – Field Implementation Support Unit Mindanao
JOB TITLE/POSITION	PEACE PROGRAM OFFICER III
JOB DESIGNATION (If applicable)	Technical Support Officer
JOB LEVEL	Technical, Salary Grade 18 (Php 49,015.00) - Contractual
PLACE OF ASSIGNMENT	Area Management Unit – Southern Mindanao
MINIMUM QUALIFICATIONS	Education: Bachelor's degree Work Experience: 2 years of relevant experience Training: 8 hours of relevant training
REPORTS DIRECTLY TO	Director IV of the LCT-FISU Mindanao
JOB OBJECTIVES	Provide technical support in all activities being undertaken by the LCT-FISU Mindanao for the implementation of LPE and its Transformation Program.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical, and administrative support 2. Coordination and Monitoring 3. Research and Data Analysis
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Coordinates with the Deputy Head of Plans and Programs, and Deputy Head of Strategic Operations, for the alignment of regional peacebuilding initiatives under the CPP Peace Process Office, ensuring the efficient implementation of OPAPRU-led programs, projects, and activities and the integration of operational plans into the overall strategic framework of the LCT Cluster PGS Strategic Roadmap. 2. Focal Person for Localized Peace Engagement (LPE) and its Transformation Program and implementation of PAMANA projects in the provinces of Davao Oriental, Davao de Oro, Davao del Norte, Davao del Sur, and Davao Occidental in the Davao Region. 3. Acts as the Supervising Administrative Support for the Area Management Units (AMUs) in AMU-NM in Cagayan de Oro City and AMU-SMR in Davao City. 4. Facilitates and assists in the operationalization of Peace and Development Centers in the five provinces of the Davao Region and the establishment of a database related to the Transformation Program and LPE. 5. Provides technical and administrative assistance in the conduct of regular monthly meetings, assessments, monitoring, and evaluation of the implementation of the Area Work Plan. 6. Assists and provides technical and administrative support to the Unit Head in the Regional/Provincial Councils and Bodies. 7. Submits regular reports on the implementation of PAMANA projects, Localized Peace Engagement activities, and Transformation Program initiatives across the covered provinces. and provide administrative, logistical, and technical support for OPAPRU's meetings, consultations, and other activities in the Davao Region, while also conducting research and studies on key issues, particularly those related to Indigenous Peoples (IPs) and Former Rebels (FRs). 8. Performs other related tasks and responsibilities as directed by the LCT-FISU Mindanao Director.